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UNITED STATES CIVIL SERVICE COMMISSION

Washington 25, D.C.

January 10, 1957

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

The success and enthusiastic endorsement of the First Personnel Executives' Conference held last September has created a demand for a second program. To meet this need, the Civil Service Commission is planning the Second Personnel Executives' Conference to be held at "Stone House" on the grounds of the National Institutes of Health, Bethesda, Maryland, from February 11 through February 21, 1957.

The plan of this second conference is substantially the same as the first one except for those modifications that have been made by our Board of Directors, composed of Assistant Secretaries for Administration from six of the largest Federal agencies, and our Steering Committee, composed of ten Personnel Directors who participated in the first program.

Similar to the first program, this second conference has been designed to....

- broaden and deepen understanding of the relationship of personnel management and general management
- foster development and application of personnel policies, programs, and practices which will contribute the most to agency management
- provide opportunity for interchange of viewpoints on an intensive study of personnel management developments and problems
- evaluate and adapt the current program for future use

The program theme will be the current thinking and developments in general management. Participants will share ideas and on-the-job experiences and will explore the application of new theories and

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methods to everyday operating situations. They will work intensively on actual problems and case studies in personnel management, and will study and practice skills of problem solving, group relations, group leadership, and program development. A variety of methods and techniques and extensive individual participation will be provided.

We are sparing no effort to make this program as successful as the first one in quality, timeliness, interest, and usefulness. For the staff and resource people we have invited men of national stature who are recognized authorities in their fields. We therefore hope the participants will be of such caliber that they will not only profit from the program but will also make major contributions to it.

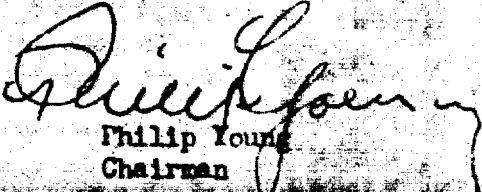
We are inviting your nominations for participants in the second program. In view of the extreme importance of personnel management to the Federal Agencies, we believe that you will want to nominate officials who, in your judgment, meet the following criteria:

1. have reached the higher grade levels (such as GS-13 or higher) or have the potential for these levels
2. have responsibility for a total personnel program
3. have a genuine concern for improving personnel management
4. have something to contribute to the program
5. can be released from regular duties for full-time participation in the conference

The second conference must necessarily be limited to around thirty participants. For this reason we would like you to nominate several highly qualified candidates from your organization. Each nomination should be entered separately on the form, "Nomination Information", copies of which are attached. To facilitate final selections, please fill in each form completely, including for each nomination your order of preference in selection.

Forward your nominations to me, attention "Program Director, Personnel Executives' Conference, U. S. Civil Service Commission, Washington 25, D. C." by January 23, 1957. The final selections and nominations will be made as soon as possible after receipt of all nominations.

We shall appreciate your continued interest and support in this mutual endeavor which we hope will have long-lasting benefits throughout the Federal Service.


Philip Young
Chairman

* Enclosure

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

no attachments